

**JOB ANNOUNCEMENT
COMPETITIVE NOTICE**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Mathematical Statistician Series/Grade: GS-1529 -12/13	Announcement No: ETA-03-137PN
	Opening Date: 9/30/03
	Closing Date: 10/14/03
Salary Range: (includes locality pay) GS-12 \$58,070 - \$75,492 GS-13 \$69,054 - \$89,774	Number of Vacancies: One (1)
	Bargaining Unit: Inside
Organizational/Geographic Location: Employment & Training Administration Office of Workforce Security Division of Performance Management Data Analysis and Validation Team Washington, DC	Promotion Potential: Yes*
	Civil Service Status Required: No
	Temporary Position: No
	Part-time Position: No
Duty Station: Washington D.C.	Area of Consideration: All Eligible Candidates and *ICTAP Eligibles Within the Local Commuting Area

Applications will also be accepted from persons who qualify under noncompetitive hiring authorities, such as (but not limited to) Veterans Readjustment Appointment (VRA eligibles), 30% or more compensable veterans, persons with disabilities, Outstanding Scholar, or present/former Peace Corps personnel. Additionally, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing three years of continuous active military service may apply under the Veterans Employment Opportunity Act.

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

<p>Position Duties and Responsibilities:</p> <p>This position is located in the Employment and Training Administration (ETA), Office of Workforce Security (OWS), Division of Performance Management (DPM). DPM provides national leadership, oversight, policy guidance, and technical assistance to the federal-state unemployment insurance program, and serves as the central point of activity within OWS for Unemployment Insurance performance management matters. The incumbent's primary responsibilities will include the following:</p> <ul style="list-style-type: none"> • Extracts data from the UI database, maintains special databases, and assists other staff in the preparation of performance reports or the analysis of performance issues to support the UI PERFORMS management system and ETA's performance goals under the Government Performance and Results Act. • Assists in Division activities intended to ensure the integrity of state programs that measure payment accuracy, denied claim accuracy, non-monetary quality or reporting accuracy. • Based on the analysis of performance data, recommends individual state or system-wide improvements, and assists other Division staffs who work in the appropriate forum to see that these program improvements are implemented. This may involve working with other units in the OWS National Office, working with Regional Offices, or, possibly, directly with states. It may also require obtaining the assistance of contractors and managing their work. These efforts may be in the context of states' corrective action or program improvement plans undertaken as part of the annual planning and budgeting process. • Analyzes system information and trends to track and report system performance, and determines appropriate policies and guidance, including incentives and sanctions, related to the continuous improvement of the unemployment compensation system.

*If selected at the GS-12 grade level, may be non-competitively promoted to the GS-13 grade level without further competition.

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

<p>Basic Requirement:</p> <p>A. Degree: that included 24 semester hours of mathematics and statistics, of which at least 12 semester hours were in mathematics and 6 semester hours were in statistics. OR</p> <p>B. Combination of education and experience – at least 24 semester hours of mathematics and statistics, including at least 12</p>
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hours in mathematics and 6 hours in statistics, as shown in A above, plus appropriate experience or additional education.

In addition to meeting the basic entry qualification requirements, applicants must have 1 year (52 weeks) of specialized experience (as described below) equivalent to the next grade level in the Federal service.

Specialized Experience (for GS-12 position): To be eligible, applicants must have 1 year (52 weeks) of specialized experience at the next lower grade level (GS-11) in the Federal Service.

Specialized Experience (for GS-13 position): To be eligible, applicants must have 1 year (52 weeks) of specialized experience at the next lower grade level (GS-12) in the Federal Service.

Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position to be filled (as listed in the above Duties and Responsibilities). Applicants may also qualify on a combination of education and specialized experience.

*ICTAP (**Interagency Career Transition Assistance Program** candidates): Applicants applying for special selection priority under 5 CFR Part 330 Subparts C or G (ICTAP), must be well qualified and submit proof of eligibility, i.e., RIF separation notice, certificate of expected separation, or other agency certification that you are in a surplus occupation; submit the last or current performance rating of record of at least fully successful or equivalent; apply for a vacancy at or below the grade level from which separated; file an application for a specific vacancy within the time frame indicated in the announcement; and be well qualified for the position. If separated through compensable injury or disability, no performance rating is required. Well qualified is defined as: A rating of at least Good on evaluation factors designed as High (H).

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to geographic mobility
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Subject to drug test prior to appointment
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to receipt of an official college transcript if qualification was based solely on education or a combination of education and experience.
<input type="checkbox"/> Subject to frequent overtime	
<input type="checkbox"/> Subject to frequent travel	

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

In addition to meeting the minimum qualifications and eligibility requirements for special priority consideration, ICTAP candidates must meet the desired level of performance as indicated by the knowledge, skills, and abilities and be rated well qualified. Well qualified is defined as a rating of at least Good on evaluation factors designed as High (H).

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTORS LISTED BELOW. FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Demonstrated experience working on unemployment compensation programs, or familiarity with the operational processes of unemployment compensation programs and their reporting and data storage processes. (M)
2. Knowledge of performance measurement concepts, strategic planning, and reporting procedures. (M)
3. Knowledge of major database systems and ability to use query language and/or statistical application software (for example, SPSS or SAS). (H)
4. Ability to design studies of program processes, conduct data analysis, and prepare and present background and analytical reports on those studies. (H)
5. Demonstrated ability to coordinate, negotiate, and collaborate with key Federal and State officials and staff. (M)
6. Demonstrated experience in planning, organizing and coordinating work to meet program/management goals and objectives, tight timeframes and rigid deadlines. (M)
7. Demonstrated writing skills and the ability to prepare and deliver presentations for a variety of audiences. (H)

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

<p>The following material is required if checked:</p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal or a statement with reasons why you do not have a supervisory appraisal is required for all applicants.</p> <p><input checked="" type="checkbox"/> SF-50, Notification of Personnel Action (Required for all current or former federal applicants).</p> <p><input type="checkbox"/> -- College transcript (Required if qualifying based solely on education or a combination of education and</p>	<p><i>Mail your application to, or secure forms or information from:</i> U.S. Department of Labor Employment and Training Administration Office of Human Resources 200 Constitution Avenue, NW, Room N-4656 Washington, DC 20210 Attn: Fabiana Nevado Commercial: (202) 693-3922</p>
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<p>experience.</p> <p>-- Other:</p> <p><input checked="" type="checkbox"/> -- Please complete and submit the attached Applicant Background Questionnaire, OMB No. 1225-0072, with your application. Submission of this form is optional. Data collected will be used only in aggregate, to assess the effectiveness of outreach efforts. Consideration for this job will not be affected by failure to submit this form. We will acknowledge receipt of your application, if it is accompanied with this form.</p>	<p>Fax: (202) 693-3734 TTY: (202) 693-3924</p> <p>The area of consideration for this position is limited to <u>All Eligible Candidates and *ICTAP Eligibles Within the Local Commuting Area.</u> An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application <u>must</u> be in the Office of Human Resources by the closing date of this announcement.</p>
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ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.
- Selection for this position may be made as a result of this announcement or by any other appropriate means including reassignment, reinstatement, new appointment, transfer or change to lower grade.
- Special Note to Outside Applicants: Male applicants between the ages of 18 and 25 are eligible for appointment only after registering with the Selective Service System.

VETERANS PREFERENCE: If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veterans= preference. To receive preference, if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, service connected disability, or you must have served on active duty during the Gulf War from August 2, 1990 through January 2, 1992.

* To claim 5-point preference, **attach a copy of your DD-214**, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

* To claim 10-point preference, **attach an SF-15**, Application for 10-point Veterans= Preference, plus proof required by that form.

The Government Reform Act of 1994 mandates that all Federal employees who are hired after January 1, 1995 must receive their salary via-Direct Deposit/Electronic Fund Transfer or must request a waiver.

WHY WORK FOR US: As a permanent or long term temporary employee with the Department of Labor, you will be entitled to a wide array of benefits. The Federal Employees Health Benefits program has many plans to choose from; all at very reasonable rates which can be paid from pre-tax income. The Federal Employee Retirement System is one of the premier retirement programs in the nation. This program features three components: a retirement pension; the Thrift Savings Plan (an employee controlled investment program); and social security. Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees, spouses and dependents. The leave program offers exceptional time off benefits including annual leave, sick leave, an employee leave share program, Family Friendly Leave, Family Medical Leave, and 10 paid holidays per year. The Child Care Subsidy Program provides financial assistance to make child care more affordable for qualifying employees. Employee Assistance Programs provide confidential counseling and referral services to employees and their family members at no cost as well as periodic seminars on behavioral health issues. You may also be entitled to career development and enrichment training. As an employee of the Employment and Training Administration you will enjoy additional benefits such as the Transportation Subsidy Program (vanpool, commuter vehicle), a pre-tax payroll deduction benefit; and Family Friendly Policies such as alternative work schedules. There are a variety of other services provided such as a cafeteria, Fitness Center, Health Unit, on-site childcare center; credit union, recreation association and store, dry cleaners, and U.S. postal services.

DELEGATED EXAMINING AUTHORIZATION NO. DL-1. Competitive examining authority has been delegated to the Department of Labor by the Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be considered under both merit staffing delegated examining procedures **must** submit two (2) complete application packages. If only one application package is

submitted, it will be considered under merit promotion procedures.

U.S. DEPARTMENT OF LABOR APPLICANT BACKGROUND QUESTIONNAIRE

OMB No. 1225-0072
(Exp. 4-30-2002)

FORM APPROVED

The U.S. Department of Labor is requesting your completion of this form to assist the agency in evaluating and improving its efforts to publicize job openings and to encourage applications for employment from a diverse group of qualified candidates, including minorities and persons with disabilities. The Department will use the data you supply to determine how many applicants are from different groups and how many of these applicants are qualified for the job in question. The Department will then assess the effectiveness of specific outreach efforts and means of communicating information on job vacancies in light of this information.

EFFECTS OF NONDISCLOSURE: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Information provided on this form will be used for program evaluation. Personal identifying information will not be included in the tabulation of data in the DOL database.

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Human Resource Services Center, FPB, Washington, D.C. 20210; and the Office of Management and Budget, Paperwork Reduction Project, Washington, D.C. 20503.

Solicitation of this information is in accordance with 5 CFR Section 720, Federal Equal Opportunity Recruitment Program (FEORP).

PLEASE COMPLETE THE FOLLOWING:

Name:

Do you have a Disability? Yes No

If You checked Yes above, is your disability one of the

targeted disabilities listed below? Yes No

- Blind
- Deaf
- Missing Extremity(s)
- Partial Paralysis
- Complete Paralysis
- Convulsive Disorder
- Mental Retardation
- Mental Illness
- Genetic or physical condition affecting limbs or spine

Sex: Male Female

Title, Grade, and Announcement Number Of Position for which applying:

ETHNIC SELF-IDENTIFICATION

Are you Hispanic, Latino, or of Spanish Origin? (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other

Spanish culture or origin, regardless of race.) Yes No

RACE SELF-IDENTIFICATION

Please read the descriptions, then mark one or more races to indicate what you consider yourself to be.

- American Indian or Alaska Native --- A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian --- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American --- A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or --- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Other Pacific Islander
- White --- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

SOURCE OF INFORMATION ABOUT THIS VACANCY: (Check all that apply)

- 1. Magazine
- 2. Newspaper
- 3. Radio/Television Broadcast
- 4. Agency Personnel Office
- 5. State Employment Office
- 6. Government Recruitment at School
- 7. Federal, State, or Local Job Info. Center
- 8. Friend or Relative Working for the Agency
- 9. Internet

- 10. Federal/DOL Jobsline
- 11. Other